

**Fact Sheet
Guide to RFP
Updates and Revisions***

I. The RFP now has Appendices A1 and B1 thru B6. **See Table of Contents:**

1. Updates to the - Application Submission Criteria – See: **The Requirements**, under the following section:

Note Item 1: See second page of the Synopsis Section:

- Application Completion: An application must be complete to receive consideration, or it will be rejected. This includes, but is not limited to, the following:

See - Insert as follows:

- **Members of the development team, e.g. applicant, developer, owner, etc., must not be suspended voluntarily or involuntarily from participation in any federal or District Programs. At the time of application, applicant/developer must have a certificate of good standing from the Department of Consumer and Regulatory Affairs (DCRA), and have no outstanding income/withholding taxes or any other type of indebtedness, due to the District of Columbia including prior DHCD or (formerly lease payments or defaulted grant(s)) from the Office of Business and Economic Development loan obligations. There shall be no exceptions; violators shall be removed from consideration under the current RFP at any time this is discovered.**
 - **If it is determined, during any stage of the review, underwriting or funding process, that the applicant or any business affiliate has any outstanding indebtedness to DHCD or the District, the applicant shall be removed from further consideration in this funding round.**
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2. In the old RFP Tables 1 and 2 - were as shown below:

We used two Tables, one There was one Table for both HUD: (CDBG and HOME Income Limits - 2004). See consolidation of Table 1: CDBG Income Limits (2004); and Table 2: HOME Income Limits (2004) below:

OLD: Table 1: CDBG Income Limits (2004)

Household size	1	2	3	4
Maximum income	\$39,550	\$45,200	\$50,850	\$56,500
Household size	5	6	7	8
Maximum income	\$61,000	\$65,550	\$70,050	\$74,600

OLD: Table 2: HOME Income Limits (2004)

Household size	1	2	3	4
Maximum income – 80%	\$39,550	\$45,200	\$50,850	\$56,500
Maximum income – 60%	36,540	41,760	46,980	52,200
Maximum income – 50%	30,450	34,800	39,150	43,500
Household size	5	6	7	8
Maximum income – 80%	\$61,000	\$65,550	\$70,050	\$74,600
Maximum income – 60%	56,400	60,540	64,740	68,880
Maximum income – 50%	47,000	50,450	53,950	57,400

Now combined as shown as Insert below:

Table 1: CDBG & HOME Income Limits (2004)

Household Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Maximum income 30%	18250	20900	23500	26100	28200	30300	32350	34450
Maximum income 50%	30450	34800	39150	43500	47000	50450	53950	57400
Maximum income 60%	36540	41760	46980	52200	56400	60540	64740	68880
Maximum income 80%	40250	46000	51750	57500	62100	66700	71300	75900
Uncapped Low Income Limit	47800	54700	61500	68300	73800	79300	84700	90200

**3. All other Tables - 2 through 6 were renumbered. Note: Table 6 is behind Tab #4.
(The total number of Tables last year were 7, and now there are 6 Tables).**

4. a. See: Table 6: Evaluation Criteria and Assigned Points total scoring went from **130 points last year, to 160 points this year.**
- b. See: On Table 6: Bonus Points for Non Profit Partnership **Nonprofit organizations will be awarded 10 bonus points** – This was increased from **five** points to **ten** points.

5. **IX. Outreach Pre-Proposal Conference** – See: (1. and 2. **Dates & Times**)

6. Note:

- a. **(Section X.) Application Components under the DFD Financing Application (Form 202)** – added a **Narrative Requirement** along with several Appendix items requesting information, which read as follows:
- b. All application forms and attachments are contained in Section 6 of this package. Also required are:
 - **Appendix 1** - Project **Narrative**;
 - **Appendix 2A** - Introduction to the Feasibility Study;
 - **Appendix 2B** - Feasibility Study;
 - **Appendix 3** - Business Plan for Community Centers and Special Needs Projects; and
 - **Appendix 4** - Space Utilization Table.
- c. Updates to requirements items - each were added with Notes: 1-5 Accordingly:
 - **M - Feasibility Study**;
 - **N - Business Plan**;
 - **O - Space Utility Plan**;
 - **P - Form 212 and 215**;
 - **Q - Low Income Tax Credit (if applicant is applying for LIHCT)**;
- d. Note paragraph under (Section X.) read as follows:

The following components, in the order listed, *with all exhibits or attachments*, must be included in the **Application Submission Package (APS)**.....

See under:

(DFD Financing Application (Form 202) - Item Q. LIHTC Requirements were added as follows:

Q. Low Income Housing Tax Credit (If Applicable in applying for LIHTC.*****

*******Note 5. Proposals or Projects requiring Low Income Housing Tax Credits (LIHTC) will be subject to revisions to the Qualified Allocation Plan, which will be**

published no later than August 15, 2004.

7. Note: The default Language and disqualifying criteria using **same insert as used above, which is the requirement of Good Standing**. Placed in the Table captioned: **Appendix A - Basic Eligibility Requirements** it addresses requirements to members that they must have good standing and no Tax Liabilities. The insert is shown in the Table below:

See: (**) Same language as above also **inserted** under the following:

APPENDIX A – BASIC ELIGIBILITY REQUIREMENTS (*)

<p>Basic Regulatory Eligibility</p> <p>Applicant must meet the appropriate regulatory requirements for eligibility (e.g., National Objective (Public Benefit) and Eligible Activities for CDBG, HOME and HPTF)</p> <p>*Must Meet All Requirements at Time of Application (cont'd.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Good Standing: See same language as above inserted below) (**)</p> <ul style="list-style-type: none"> Members of the development team, e.g. applicant, developer, owner, etc., must not be suspended voluntarily or involuntarily from participation in any federal or District Programs. At the time of application, applicant/developer must have a certificate of good standing from the Department of Consumer and Regulatory Affairs (DCRA), and have no outstanding income/withholding taxes or any other type of indebtedness, due to the District of Columbia including prior DHCD or (formerly lease payments or defaulted grant(s)) from the Office of Business and Economic Development loan obligations. There shall be no exceptions; violators shall be removed from consideration under the current RFP at any time this is discovered. If it is determined, during any stage of the review, underwriting or funding process, that the applicant or any business affiliate has any outstanding indebtedness to DHCD or the District, the applicant shall be removed from further consideration in this funding round. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

8. Ranking Criteria – total increased from 80 points last year to 105 points maximum for this year.
9. Note: **Ranking Criteria** clarification to the **Community Impact Scoring** by assigning (5) points to each criteria. **Under Eligibility Requirements** chart, Note: the old *Scoring Method* was removed and each **Community Impact Criterion** was assigned 5 points for a total of 25 points, shown below:

<p>Community Impact</p> <ul style="list-style-type: none"> ❑ Neighborhood Safety = A project within the 14 Hot Spot areas. = 5 points ❑ Neighborhood Stabilization: (e.g., redevelopment of abandoned buildings) (e.g., redevelopment of blight near schools). = 5 ❑ No Cost High-speed internet access in the living area of every unit. = 5 ❑ Over 50% of projects are +3 bedrooms. = 5 ❑ Serving elderly and/or special needs. = 5 	<p>25</p>
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